

## **College Procedure**

### **By-laws, Chapter IV/Article I**

#### **50.00.02 SGA Constitution**

##### **A. Preamble**

We, the students of Howard Community College (HCC), do hereby initiate this document to provide the vehicle by which the needs of the student body may be addressed. Thus, we hereby declare the creation of a democratic student organization to be the official voice of the students of HCC.

##### **B. Article I - Name**

The name of this organization shall be the student government association of Howard Community College, herein referred to as the SGA.

##### **C. Article II - Purpose**

The SGA is representative of the student body as a whole. The SGA president shall be the duly elected representative of the student body in all matters. The student body shall consist of all persons currently enrolled in credit courses. The student government must be a democratic, student run unit, representing the views and being a proponent for the needs of the HCC student body. In turn, SGA members, both executive board members and general members, will sit on HCC administrative committees, make statements of policy, oversee all student club organizations, and be involved in the community.

##### **D. Article III - Structure**

The SGA shall consist of the executive board, the student senate, and the general membership, in accordance with Article V. The executive board shall consist of president, vice president, secretary and treasurer. Budgeted employees are prohibited from serving in leadership positions in the student government, such as president, vice president, executive board members, club officers, etc. The Student Senate will consist of a chair, secretary, and individual Senators in accordance with Article III of the Student Senate by-laws.

The SGA shall hold regular meetings no less than bi-monthly with at least one (1) meeting per semester to include or be held specifically for budget and one (1) meeting per semester for ratification of Executive Board appointments. The SGA general membership shall consist of club officers as well as students who attend SGA meetings or lead an SGA sponsored event.

The SGA president may convene or call for meetings involving any SGA matter at his/her

discretion. The SGA president is elected by the student body in accordance with Article VI. When possible, the SGA president will select a vice presidential running mate to be elected on the same ballot, in accordance with Article VI. However, when a vice presidential running mate selection is not possible prior to the election, the SGA president will then appoint a vice president, to be approved at the first SGA meeting of the president's term.

SGA secretary and treasurer are appointed by the SGA president, to be approved by the SGA at the first SGA meeting of the president's term. All terms of office are annual.

## **E. Article IV - Duties and Responsibilities**

### **1. President**

- a. Represents the student government association.
- b. Governs the offices of vice president, secretary, treasurer, and cabinet.
- c. Chairs all SGA regular or budget meetings.
- d. Represents SGA at the Board of Trustees' meetings (or responsible to designate alternate SGA representative).
- e. Represents SGA at the President's Augmented Team (or responsible to designate alternate SGA representative).
- f. Chairs evening student services (or responsible to designate alternate chairperson).
- g. Creates ad-hoc committees and appoints chairpersons of same.
- h. Drafts SGA by-laws and/or resolutions to be further approved by the executive board.
- i. Attends and/or participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA board.
- j. Appoints student representatives on college-wide search committees and other specified committees in accordance with the Student Senate by-laws.
- k. Devotes fifteen hours a week to working for the student government, if necessary.
- l. Represents SGA at all other committees, (alternate SGA representatives will be designated by the Student Senate).

### **2. Vice President**

- a. Represents student government association in the event president is unable to perform duties, as delegated by president.
- b. Serves as the Chair of the Student Senate in accordance with the Student Senate by-laws.
- c. Chairs SGA meetings in the absence of president.
- d. Helps draft SGA by-laws and/or resolutions.
- e. Attends and/or participates in workshops, seminars, conferences or caucuses

- as deemed appropriate by the SGA board.
- f. Assumes the position of the SGA president for the remainder of the term in the event that the current president is no longer in office (see Article VI.7). In the event the vice president chooses not to assume the position of SGA president, an election for a new president will occur.

3. Secretary

- a. Helps to inform SGA members and/or student body as a whole of all SGA meetings.
- b. Takes minutes of all SGA meetings and submits same to president for approval. Disseminates minutes to club representatives, if so requested.
- c. Types and mails all internal and external SGA correspondence.
- d. Maintains file of official records and/or archives of all SGA matters in the office of the SGA president, under the guidance of the SGA president.
- e. Helps draft SGA by-laws and/or resolutions.
- f. Attends and/or participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA board.
- g. Serves as the Secretary of the Student Senate in accordance with the Student Senate by-laws.

4. Treasurer

- a. Advises presiding officer and/or committee chairperson on questions of budget or appropriations in the transacting of SGA business.
- b. Informs SGA student council on the status of SGA budget at all regular SGA meetings.
- c. Initiates and signs purchase requisitions and other financial documents for the SGA.
- d. Conducts SGA financial transactions with the HCC finance office. SGA funding procedures must comply with college policies and procedures governing budgets. In the event funds remain in the SGA budget at the end of the fiscal year, they will be carried forward to the next fiscal year SGA budget and/or applied to the student services building fund.
- e. Maintains file of financial records and/or archives of all SGA matters in the office of the SGA president, under the guidance of the SGA president.
- f. Oversees monthly budget reports.
- g. Helps draft SGA by-laws and/or resolutions.
- h. Manages the finances of all SGA committees including the Student Senate.
- i. Attends and/or participates in workshops, seminars, conferences or caucuses as deemed appropriate by the SGA executive board.

**F. Article V - Academic Standing and Course Load**

1. All executive board members of SGA, secretary of the Student Senate, the newspaper editor, and chairperson of the student programming board shall have a minimum cumulative and semester grade point average (GPA) of **2.5** and shall have completed at least six (6) credit hours prior to assuming office. All executive board members of the SGA, the secretary of the Student Senate, newspaper editor, and chairperson of the student programming board shall also maintain satisfactory academic progress.
2. All executive board members of the SGA, secretary of the Student Senate, the newspaper editor, and chairperson of the student programming board shall be enrolled in and maintain throughout the term of office a minimum course load of six (6) credit hours.
3. General members of the SGA must have a minimum course load of six (6) credit hours.

**G. Article VI - Election of the President and Vice President**

1. An Election Committee of four (4) people will be appointed by the SGA president, working closely with the director of student life, no later than eight (8) weeks prior to the end of the spring semester to formalize and create election proceedings in the student body for the office of SGA president.
2. A student interested in running for SGA president should select a vice presidential running mate as part of his or her ticket, when possible.
3. Duties and responsibilities of the SGA president and vice president must be made public to the student body for interested candidates.
4. Academic standing and course load requirements must be made public to the student body for interested candidates.
5. The election committee must determine campaign guidelines and publicize them to the student body for interested candidates.
6. Interested candidates for the office of SGA president must prepare a speech to be delivered orally to the student body.
7. An election will be held no later than six (6) weeks prior to the end of spring semester.
8. The SGA president and vice president serve for a maximum of two one-year terms.
9. The SGA president shall chair the election committee, unless he or she is running for a second term, in which case another executive board member who is not involved in

running shall chair the committee.

10. Any reported conflict of interest related to the selection of the election committee and the election/campaign guidelines should be reported to the director of student life at least three weeks prior to the said election. All other election disputes should be immediately reported to the director of student life.
11. All students enrolled in at least six (6) credits in the spring semester may vote in said election.

#### **H. Article VII - Appointment of the Student Government Association**

The SGA shall consist of the executive board, a minimum of one (1) representative from each approved HCC club or student organization, and any enrolled student with at least a 6-credit course load. Any enrolled student who satisfies the guidelines laid out in Articles III and V is eligible for membership as long as the student attends SGA meetings or leads SGA sponsored events. The Student Senate shall consist of the Senate Chair, Secretary, and individual senators. Budgeted employees are prohibited from serving in leadership positions in the student government, such as president, vice president, executive board members, club officers, etc.

#### **I. Article VIII – Dismissal**

1. The SGA president may only be removed from “office” with cause by a 70% vote of the SGA in accordance with Articles III and V at an official SGA meeting, overseen by another executive board member besides the president.
2. Before said meeting can happen, a complaint must be brought forward at an SGA meeting, at which time the director of student life may appoint a dismissal committee of no more than five (5) people and no less than three (3) people to determine whether there is significant cause for removal. This determination must be made by the next meeting, at which time, with committee approval, a vote for dismissal may be called. Appeals to the decision should be submitted to the vice president of student services.
3. Other executive board members may be dismissed by the SGA president only, with majority vote of the entire executive board. Other SGA members may be dismissed by the SGA president without ratification.
4. The student code of conduct and Article V override Article VIII.

## **J. Article IX - Function**

1. The student government represents the student body in all college decisions. The student government sends representatives to committee meetings whenever possible in accordance with the Student Senate by-laws.
2. Club Oversight includes, but is not limited to the following:
  - a. Organize club rush.
  - b. Maintain and encourage continuous communication with clubs and other student organizations.
  - c. Coordinate a club meeting roster, which includes each club's meeting time and location of each club's meetings.
  - d. Act as liaison between clubs and college personnel; and
  - e. Determine club funding procedures and club-of-the-year award recognition will be determined by the executive board.
3. Student Leader Retreats - Some members of the SGA, particularly executive board members, should attend at least two leadership development retreats/seminars, one in the fall and one in the spring semester. In addition, executive board members are required to attempt to recruit additional students to attend these retreats.
4. Office Hours - The SGA president will post a schedule of office hours for each semester. The use of the SGA office during the fall and spring semesters shall be limited to executive board members, unless the SGA president grants exception. The president shall have primary residence in the office and shall allow access to others as she or he sees fit.
5. Community Service - The SGA shall be active in the community through projects created and executed by the executive board in conjunction with the director of student life and the chairperson of the student programming board. These activities may include, but are not limited to, blood drives, coffee/tea nights, etc. The extent to which the SGA is active in the community shall be determined by the Executive Board in conjunction with the interest and demand of the student body.

## **K. Article X – Referendum**

Any member of the student body may call for a referendum to rescind any decision of the SGA. A petition with the signatures of 10 percent of the student body calling for a referendum on the particular issue must be submitted to the director of student life, to be reviewed with the executive board of the SGA.

Appeals to the decision of the executive board of the SGA can be submitted to the Executive Vice President.

**L. Article XI - Membership in Student Organizations**

The SGA president may not serve as an officer of any other approved HCC club or student organization while in office but may join as a member. Any other executive board member or SGA member may join and serve as an officer of other approved HCC clubs or student organizations.

**M. Article XII – Advisor**

1. The SGA advisor is the director of student life or his/her designee.
2. The advisor's duties shall be the following:
  - a. Consult frequently with SGA officers.
  - b. Ensure that the SGA is functioning within the rules and guidelines of the SGA constitution.
  - c. Serve as a resource for students in terms of gaining materials, rooms, etc.
  - d. Offer guidance and feedback when queried.
3. The director of student life and the executive board will work in a spirit of cooperation. In instances where further review of a situation occurs, the Executive Vice President will render a decision.

**N. Article XIII – Amendments/By-laws**

SGA by-laws may be proposed at any time by executive board members and approved by the SGA by popular vote at an SGA meeting. By-laws shall be used to determine SGA policy and procedure, so long as they do not violate any part of the SGA constitution. The executive board shall make decisions regarding the constitutionality of by-laws, with a majority vote determining validity.